ACSIS Service Data Submission Guidelines

Data should reach the DMH/MR no later than the first working day following the 15th of each month. Individual data files should have the following characteristics:

Source File	File Type	Filename	File extension
Client Profile records (HSCL)	Dbase III	"HSCL" + ORGID	.dbf
Service records (Activities)	ANSI 837P Text file	"837P" + ORGID	.txt
Enrollment records (HSMO)	Dbase III	"HSMO" + ORGID	.dbf
Organization record (AROR)	Dbase III	"AROR" + ORGID	.dbf

The individual files must be compressed into a single compressed file using zip file compression software (PKzip/WinZip).

Name the .zip file as follows:

"CDR" + ORGID + NN

NN IS A SEQUENTIAL NUMBER FROM "01" thru "12" TO DENOTE THE MONTH OF THE YEAR FOR WHICH YOU ARE REPORTING. For example, on January 10, a CSP whose ORGID is 100 creates the .zip file to upload December data. ORGID equals 100 and NN for December data equals 12. The name of the .zip file for December would be CDR10012.zip

Using your assigned username and password, upload the .zip file to DMH/MR using the Department's secure website (http://dlink.mh.state.al.us)

Failure to follow these guidelines will delay processing of your data submission.